



STATE OF CONNECTICUT

STATE BOARD OF EDUCATION



TO: Superintendents and Administrators of Schools
Participating in the National School Lunch, School Breakfast or Special Milk Programs

FROM: George A. Coleman, Deputy Commissioner

DATE: November 2008

SUBJECT: Security Enhancements for the School Child Nutrition Programs' Online Agreement and Claiming System

The Connecticut State Department of Education (CSDE) is currently undergoing security enhancements for the school Child Nutrition Programs' online agreement and claiming system. As part of these enhancements, user names have been updated to reflect changes in responsibilities as outlined below and if applicable, changes in names. As a result, new passwords have been generated. Enclosed are three copies of *Updated Login Profiles* for each person that has access in your school district or institution to the online system. The enclosures are for the claims preparer also known as "ClaimEntry" and the two authorized representatives also known as "Sponsor."

As a result of these security enhancements, there are changes in procedures for entering online applications and submitting claims for reimbursements. The person designated as the claims preparer will no longer be able to submit the claim to the CSDE. The claims preparer will be able to prepare and save the claim; however, in order for the claim to be submitted, this person will need to contact one of the designated authorized representatives who will be required to review the information and submit it to the CSDE. **Therefore, it is important that these procedural changes be communicated to the appropriate staff members.**

Additionally, new parameters have been developed for updating passwords. Passwords are now automatically programmed to expire every 30 days. The online system will prompt the user when a new password is about to expire and will guide the user through the process of obtaining a new password. Below are the new password guidelines which are also listed on the online system:

- The user's updated e-mail address must be listed so you can receive confirmation of your new password.
- The password cannot be the same as the Userid.
- The password must contain at least one UPPERCASE letter.
- The password must contain at least one lowercase letter.
- The password must contain at least one numeric character.
- The password must be between six and 12 characters long.

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Due to the confidentiality of the user names and passwords, superintendents and administrators are asked to share the enclosed Login Profiles with only the person named on the Profile.

Thank you for your assistance in the implementation of these new procedures. These procedures will help to maintain the integrity of the online claiming system for the Child Nutrition Programs. If you have any questions or need additional information, please contact Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov or Bob Zwack at 860-807-2081 or robert.zwack@ct.gov.

GAC:tdd
cc: Mark K. McQuillan, Commissioner of Education
Charlene Russell-Tucker, Associate Commissioner

Enclosures: (3)